## Lamar University

## Educational Technology Leadership Internship

## Sarah Lopez—Cohort 9

## December 2010

***Instructions:*** *Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a* ***minimum of 50 hours*** *of field-based experience. For each week, enter a brief description of your internship activities for that week in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the week.) Enter the hours you worked for each week at the end of the row. Total the week’s hours, then enter the total number of internship hours that you have worked as of the end of the week.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date: 12/30/10 Total Internship hours at the start of the month:** | | | 36 |
| **Week** | **Functions** |  | **Hrs** |
| **1** | **Week’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **2** | **Week’s Activities** | Update classroom website. Add pictures and information about our field trip to the Dallas Aquarium.  Assist teachers with finalizing grades in the new grade book.  TF-I, TF-III, TF-V | 4 |
| **Communication with Supervisor** |  |
| **3** | **Week’s Activities** | Winter Break |  |
| **Communication with Supervisor** |  |
| **4** | **Week’s Activities** | Winter Break |  |
| **Communication with Supervisor** |  |
| **5** | **Week’s Activities** | Winter Break |  |
| **Communication with Supervisor** |  |
| **Hours worked this month:** | | | 4 |
| **Total internship hours to date including this month:** | | | 40 |

### Reflection

This was a short month due to Winter break; however I was able to get some hours in for my internship. Our class went on a field trip to the Dallas Aquarium, and I was able to update my site and put pictures of our trip. This increases parent knowledge about what is going on in my class in a simple way. Many teachers are still having difficulty with the new grade book; therefore I spent some hours assisting teachers with inputting their grades. There has been an issue with the work-skills section in the kindergarten grades, as they don’t give the same kind of grades as other grade levels. I am hoping all the issues will be sorting out with the technology department before the next grading period ends.